

COMANCHE ELEMENTARY SCHOOL

PARENT/STUDENT HANDBOOK

2022-2023

Please be aware that COVID-19 may affect information provided in the handbook.



WELCOME

“Excellence in Education for Every Child Every Day.”

Your child is attending one of the finest elementary schools in APS. Comanche’s primary goal is to ensure the well-being of every student and to provide a program of instruction designed to meet each child's needs as they work to achieve first-rate academic and personal standards. Comanche prides itself on the cooperative spirit among staff and parents. Many parents volunteer to help teachers, serve as room parents, are active in PTA, and/or assist with fundraising activities.



VISION STATEMENT



An Open Hand, An Open Heart, An Open Mind Excellence in Education for Every Child Every Day!

Empowering students to achieve personal excellence by embracing their uniqueness, building confidence, and fostering a love of lifelong learning.

MISSION STATEMENT

Comanche in partnership with the community will provide a welcoming and safe environment that celebrates the whole child as they become confident and independent academic learners through innovative and responsive teaching.



Comanche will provide a welcoming, safe, and supportive environment for all students and families.



Our community will celebrate the whole child, as they become confident and independent academic learners.



We will collaborate to utilize differentiated, data driven, and developmentally appropriate lessons to drive instruction that is meaningful to the whole child. We will communicate clear and consistent expectations with students and families to foster independence and confidence.



Students will achieve personal excellence through discovery of unique passions and independent thinking, understanding their needs as learners, and setting personal goals.

Our standards-based curriculum is enhanced through professional growth, and parent and staff collaboration. Like building blocks, each year will add to the prior years' experiences to build a solid foundation for lifelong learning.

Table of Contents

		
VISION STATEMENT		2
MISSION STATEMENT		2
ABOUT COMANCHE ELEMENTARY SCHOOL		5
ACCIDENTS:		8
AFTER SCHOOL PROGRAMS:		8
ATTENDANCE POLICIES/PROCEDURES:		8
BICYCLES, SCOOTERS & SKATEBOARDS:		10
BIRTHDAY AND CELEBRATIONS:		10
BULLYING PROCEDURES AND REPORTING:		10
		12
BUS SERVICE/STUDENT TRANSPORTATION:		12
CAFETERIA:		13
CELL PHONES AND ELECTRONIC DEVICES:		13
CHANGE OF CLASSROOM POLICY:		13
COUNSELING:		14
DISCIPLINE PROCEDURES:		14
BEHAVIOR REDIRECTOR:		16
DRESS CODE:		18
EMERGENCY CONTACT INFORMATION:		19
FIELD TRIP AND PERMISSION FORMS:		19
GOLDEN PAW RECOGNITION:		19

Comanche Elementary School Parent-Student Handbook

HOMEWORK:	20
IMMUNIZATION REQUIREMENTS:	20
INCLEMENT WEATHER/ABBREVIATED DAY:	20
INSURANCE:	21
LIBRARY POLICY:	21
LOST AND FOUND:	21
MEDICATIONS:	21
NEWSLETTER:	21
NURSE:	22
PARENT INVOLVEMENT: (THIS MAY CHANGE DUE TO COVID-19 CASES – PENDING CDC GUIDANCE)	22
PARENT TEACHER CONFERENCES AND PROGRESS REPORTS:	22
PARENT TEACHER ASSOCIATION (PTA):	23
REDISTRIBUTION POLICY:	23
RELIGIOUS MATTERS:	23
SCHOOL RULES:	24
SCHOOL SAFETY:	25
STUDENT ACCEPTABLE USE OF TECHNOLOGY:	26
STUDENT MESSAGES:	26
STUDENT POSSESSIONS:	26
TRAFFIC PROCEDURES: PICK-UP AND DELIVERY OF STUDENTS	26
VISITORS ON CAMPUS:	30
WEBSITE:	30

ABOUT COMANCHE ELEMENTARY SCHOOL

CONTACT INFORMATION			
OFFICE	505-884-5275	WEBSITE	http://comanche.aps.edu
FAX	505-880-3988	CAFETERIA	505-253-9241
ATTENDANCE	505-884-5275 (Press 2)	APS TRANSPORTATION	505-880-3989
ADDRESS	3505 Pennsylvania St. NE 87110	CHILDREN'S CHOICE	505-296-2880

SCHOOL HOURS MONDAY - FRIDAY		
<i>Please note: 7:30-7:50 AM is designated as teacher planning time. If a parent would like to meet with a teacher during this time, an appointment will need to be made in advance. If you plan on meeting with a teacher after school, please schedule for after 2:15 pm.</i>		
OFFICE 7:00 AM - 3:00 PM	STAFF DUTY DAY 7:30 AM - 2:30 PM	STUDENT DAY 7:50 AM - 2:00 PM

DAILY SCHEDULE		
NOTE: Adult supervision begins at 7:35 AM each day. <i>Plan for your student(s) to arrive at school no earlier than 7:35 AM (except if riding the bus). Upon arrival, students will report directly to the playground or to the cafeteria for breakfast.</i>		
BELL SCHEDULE: 7:35 AM - 7:50 AM Breakfast Served (Free) 7:35 AM Students may arrive to playground 7:50 AM Start of School 7:53 AM Tardy Bell 9:10 AM Intermediate Recess (3-5) 9:30 AM Primary Recess (K-2) LUNCH SCHEDULE: All students receive FREE lunch 10:35 - 11:05 AM 1st/3rd 11:12 - 11:42 AM K/2nd 11:27 – 11:57 AM Pre-K 11:50 - 12:20 PM 4th/5th	12:05 PM Primary Recess (1-3) 1:25 PM Intermediate Recess (4-5) 2:00 PM School Dismissal 3:00 PM Office Closes	
		Students will walk to their identified zone with a duty teacher at the end of the day.
		ZONE 1: Community for Learning, Harwood Drive-Thru and Harwood Crosswalk
		ZONE 2: Parent Parking/CUBBY CORNER (Pre-K & Kindergarten)
		ZONE 3: Bus and/or Private Daycare and Comanche /Pennsylvania Crosswalk

****Students may arrive for breakfast no earlier than 7:35 AM and should report directly to the playground or cafeteria. Breakfast is served from 7:35 AM - 7:50 AM. Students may not be dropped off in the *drive-thru area* earlier than 7:35 AM when a duty teacher arrives. Walkers can arrive no earlier than 7:35 AM, when a duty teacher is present. Upon arrival, students should immediately report to the playground or the cafeteria.**

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



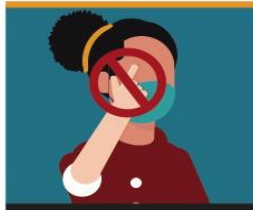
Stay at least 6 feet
(about 2 arms' length)
from other people.



Cover your cough or sneeze with a
tissue, then throw the tissue in the
trash and wash your hands.



When in public, wear a
cloth face covering over
your nose and mouth.



Do not touch your
eyes, nose, and mouth.



Clean and disinfect
frequently touched
objects and surfaces.



Stay home when you are sick,
except to get medical care.



Wash your hands often with soap
and water for at least 20 seconds.



cdc.gov/coronavirus

316917C May 11, 2020 11:01 AM

امنع انتشار الجراثيم

ساعد في منع انتشار أمراض الجهاز التنفسي مثل كوفيد-19.



غط فمك وأنفك بمنديل عند السعال أو العطس،
وتخلص من المنديل المستعمل في سلة القمامة
واغسل يديك.



ابق بعيداً عن الآخرين بمسافة 6 أقدام (حوالي
ذراعين) على الأقل.



احرص على تنظيف وتطهير
الأشياء والأسطح التي تلمسها
باستمرار.



تجنب لمس عينيك
وأنفك وفمك.



عندما تكون في الأماكن العامة،
ارتد قناعاً للوجه من القماش
يغطي أنفك وفمك.



اغسل يديك بالماء والصابون كثيراً
لمدة 20 ثانية على الأقل.



الزم البقاء في المنزل ولا تخرج إلا لتلقي
الرعاية الطبية.



cdc.gov/coronavirus

316917C June 2, 2020 5:18 PM

از انتقال میکروب ها جلوگیری کنید

به پیشگیری از انتقال بیماری های تنفسی مانند کووید-19 کمک کنید.



cdc.gov/coronavirus

10/01/20 at Nov 2, 2020 1:07PM



Detenga la propagación de gérmenes

Ayude a prevenir la transmisión de enfermedades respiratorias como el COVID-19.



cdc.gov/coronavirus-es

WFS100121 v. 10 de mayo, 2020 11:00 a.m.

ACCIDENTS:

If your child is injured or becomes ill at school, you will be contacted to pick him/her up immediately. In the event the office cannot reach you, the emergency contact you have listed on the registration card will be called. ***Please keep the school advised of any change in phone numbers.***

AFTER SCHOOL PROGRAMS:

Community for Learning

- Community for Learning is an on-site, fee-based childcare program. The program is offered after school from 2:00 to 6:00 PM. For more information call Community for Learning at 505-242-3353.

ATTENDANCE POLICIES/PROCEDURES:

Absences

WHEN A CHILD IS ABSENT, parents must call the school office **(505-884-5275)** each day their child will be absent to report the absence. Absences will be recorded daily.

School districts and schools are held accountable for ensuring that all students meet high academic standards. On-time, daily attendance is a critical component of this educational process. When a child is absent, he/she loses out on instructional time, which impairs his/her opportunities to learn, grow, and achieve both personal and academic success. New Mexico Law dictates that:

- Students between the ages of 5 and 18 years of age are mandated to attend public school, charter, private or homeschool.
- The Albuquerque Public School District reports habitual truants to the Children's Court Liaison office and to the State of New Mexico.
- APS students who accumulate the equivalent of ten or more unexcused absences within a school year are considered habitual truant.
- The district recognizes that there are situations that dictate a student's absence. Therefore, in accordance with district guidelines, absences may be excused for the following reasons only with appropriate documentation:
 - Doctor's Appointment
 - Religious Commitment
 - Illness
 - Diagnostic Testing
 - Death in the Family
 - School Visit, as agreed to by the administration prior to the absence
 - Family Emergency

- In the event that the school has not received notification of absence by a parent, it will be reported as unexcused. An unexcused absence is any absence that does not fit into the prescribed district guidelines. Family vacations are considered ***unexcused*** absences, and it is expected that parents will schedule vacations during times when school is not in session.
- If the school feels excessive absences are accumulating (regardless of excused or unexcused) school personnel may require appropriate documentation for additional absences.
- Excessive absences may result in further inquiry from the counselor, district attendance liaison or the principal to request additional documentation. If absences continue, district policy requires that a plan be created with the Health and Wellness Team. The counselor will set this meeting up with parents and/or guardians.
- After 10 days of unexcused absences, a letter is sent home for the parent/guardian to meet with school personnel. This may warrant a referral to **Children Youth and Family Division and/or the District Attendance Office as per The New Mexico School Attendance Law, NMSA Section 22-12-1.**

Tardies and Early Pick-Up

Arriving on time for class is expected and essential. It is important that your child(ren) arrive on time and stay until the dismissal bell each day. Tardiness impacts the student and school in many ways: academic time is lost; directions and introduction of new concepts are missed; classroom instruction is interrupted; information needs to be repeated for the latecomer; and the child may be embarrassed by the late arrival.

- If your child comes to school after classes have begun, they must report to the office accompanied by a parent/guardian, before going to class **without exception**. Once checked in, students in grades 1-5 will walk to class independently. This will guarantee that they are not counted absent. However, you may still receive a phone call from the ParentLink automated attendance system.
- ***There will be no student checkouts after 1:30 PM.*** We do understand, however, that there are times when your child must be picked up early for an important appointment. If a student must be removed from school early for a doctor's appointment or similar emergency, you must come to the office and sign the child out. You may be asked to provide written documentation of this visit.
- We will not call a child out-of-class until a parent is physically in the office (you cannot telephone ahead for your child to be called to the office). We will not release a child to a parent waiting in a car outside. We do this in order to be able to identify those persons picking up children and to protect the safety of your child.
- Students will only be released from the office. ***Please bring a photo ID.*** A child will not be released if proper ID is not provided. Per APS guidelines, we can only release students to adults, 18 years and older, that are listed on the registration or emergency card.

BICYCLES, SCOOTERS & SKATEBOARDS:

Students may ride bikes and scooters to school if permitted by parents. Please remember to walk your bikes and scooters while on campus and when crossing the street. It is city ordinance that bikes, scooters, skateboards, etc., are not ridden on school property. **STUDENTS MUST WEAR HELMETS.** (Skateboards, electric scooters, roller blades/skates, and heelies are not allowed at school.) The school is not responsible for stolen bikes or scooters, therefore, bikes are to be parked and locked in the bike rack on the playground upon arrival at school.

BIRTHDAY AND CELEBRATIONS:

Birthday goodies are allowed, but please be mindful of healthy snacks and food allergies. Please notify the teacher in advance before planning any birthday or other celebration. Please provide all paper/plastic goods and utensils. ***(Balloons, flowers, gifts, etc. are NOT allowed and will not be delivered to the classroom for any event.)*** Invitations to non-school parties are never distributed in class unless the entire class is invited.

BULLYING PROCEDURES AND REPORTING:

Per APS procedural directive, "bullying" is a way of using power aggressively in which a person is subjected to intentional, unwanted and unprovoked hurtful verbal and/or physical actions. An act of bullying results in the targeted student feeling oppressed, fearful, distressed, injured, or uncomfortable. The aggression is repeated on more than one occasion and can include: physical, verbal, emotional, racial, sexual, written, electronic, damage to property, social exclusion, and intimidation. Bullying may be motivated by actual or perceived characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation or identity, mental, physical or academic disability. Bullying often takes place in a social context. Cyberbullying is a form of bullying.

To qualify as bullying, an incident must involve an imbalance of power between the aggressor and target. Bullying usually involves multiple incidences, the aggressor and the target have drastically different reactions to the incident, and the target feels powerless to self-advocate.

Reporting Incidents of bullying: Incidents of bullying are viewed as serious offenses.

1. Reported incidents are investigated and documented. The student who is alleged to be the aggressor and the alleged target will be interviewed separately.
2. The parents of all students involved are notified.
3. If disciplinary steps are warranted, the school will follow the APS Student Handbook.

****Mediation by the School Counselor is available to all students to prevent the escalation of conflicts.**

Knowing the Difference Between Normal Peer Conflict and Bullying	
NORMAL PEER CONFLICT	BULLYING/HARASSMENT
Equal power - or are friends	Imbalance of power - not friends
Happens occasionally or rarely	Repeated negative actions
May be accidental	Purposeful
May not be serious; no threat of harm	Serious threat of physical or emotional harm
Equal emotional reaction from both peers	Strong emotional reaction on part of the target
Not seeking power or attention/not trying to gain something	Seeking power or control/trying to gain material things
General remorse - takes responsibility	No remorse - blames target
Effort to solve the problem from both sides	No effort to solve the problem
Adapted from Bully-Proofing Your School, 2004	

School Bully Prevention and Education Program



Comanche Bully Proof Pledge



We will not bully other students.

We will help others who are being bullied by speaking out and getting adult help.

We will use extra effort to include all students in activities at our school.

We will be students who display the Character Counts traits.

BUS SERVICE/STUDENT TRANSPORTATION:

Students who ride buses will report to the bus loading area immediately after dismissal at the end of the school day. Students (K-5) living more than one mile from school (one way) and inside the school boundaries may be transported by APS Transportation Services (880-3989). Students living outside the school boundaries, however, must provide their own transportation. Students riding buses will be provided an APS transportation handbook. Please refer to it for bus rules and regulations.

NOTE: Requests are often made about students riding home with other students on buses other than their own. For clarification purposes:

1. The school bus will pick up children at their designated stop and return them to their designated stop. They **MAY NOT** get on or off at any other stop.
2. A non-school bus riding friend **MAY NOT** accompany a student.
3. A student **MAY NOT**, for any reason, ride a different school bus.

Riding a school bus in New Mexico is a privilege, not a right. When students choose to behave inappropriately or unsafely, they risk losing this privilege.

1. Students are to maintain appropriate behavior while waiting in line or walking to the bus.
2. While on the bus, students must follow all rules as described by the bus driver and bus company.

The following process will be followed in case of behavior referral on student discipline from the bus company:

1st discipline referral:	Warning call to parents	For parent complaints and concerns regarding the bus ride, routes, procedures or bus drivers, please contact APS Student Transportation Services at 880-3989. Please have your bus number available when you call.
2nd discipline referral:	1-day bus suspension	
3rd discipline referral:	3-day bus suspension	
4th discipline referral:	Semester bus suspension	

CAFETERIA:

All students at Comanche can enjoy a FREE breakfast and lunch daily. Your child's lunch menu is available on the [Comanche website](#) by clicking on the Menu icon. On occasion, the lunch menu items may change due to warehouse availability. These changes are announced on the daily morning announcements. If you have any questions or comments regarding the cafeteria service or meals, please contact the school cafeteria manager directly at 505-253-9241. Cafeteria Services are managed by APS Food & Nutrition Services and can be reached at 345-5661.

CELL PHONES AND ELECTRONIC DEVICES:

Use of personal cell phones, smart watches, iPads, iPods, MP3 players, etc. during instructional time or at a time that would be disruptive to the educational process are not permitted unless the classroom teacher is using a device for instructional purposes. The misuse of cell phones, watches and other forms of technology that could include, but not be limited to the unauthorized taking of pictures, cheating, invading privacy, receiving or making texts or call, etc. will not be tolerated. If a student is being disruptive to the educational process with any of these devices, the item will be taken away and stored in the administrative office. The school is not responsible for theft; loss or damage to personal electronic devices brought to school by a student while the device is under the student's care.

Cell phones must be turned off during the school day and placed securely in the student's backpack. Students cannot receive texts or calls or make texts or calls during any part of the day (including lunch and recesses). If a student disregards this policy with any personal electronic device, it will be taken and held for parent pick up. If needed, students may use the office phone or classroom phone during school hours.

CHANGE OF CLASSROOM POLICY:

Comanche staff works with great care to place each child in the optimal learning environment. If for some reason a parent seeks to have their child's classroom placement changed, the general policy is as follows:

1. Students are given a minimum of two weeks to adapt to a new classroom environment before any changes in placement will be considered.

2. After two weeks, if placement concerns are still present, the parent/guardian meets with the classroom teacher to identify concerns, establish open communication, and develop a plan to solve or minimize any concerns. The plan must be implemented for a minimum of two weeks before proceeding further.
3. After two weeks and all cooperative efforts are exhausted, the parent must notify the principal via email or letter about existing concerns. The principal will arrange a formal conference with the parent and teacher to discuss the previous plan and its outcomes, as well as the continuing concerns. A placement decision will be made at this meeting and a record of the conference kept on file in the office.
4. If a change in placement occurs, the principal will place the student according to placement criteria, which includes but is not limited to ESL requirements, Special Education requirements and additional criteria for maintaining balanced classrooms.
5. **Individual teacher requests will not be granted.**

COUNSELING:

When students are dealing with emotional issues, they may have difficulty focusing on learning. Comanche has a counselor who works with parents and children according to a comprehensive, data-driven counseling program. The counselor provides individual, small group, and in-class lessons that focus on meeting the physical, social, intellectual, and emotional needs of all students. The counselor also coordinates the Peer Mediation Program. You may reach the counselor at 505-884-5275.

DISCIPLINE PROCEDURES:

Comanche is committed to providing and maintaining a safe, fair, affirmative, and appropriately challenging learning environment that promotes excellence in education and positive personal growth. This venture involves commitment from both home and school. This partnership is aimed at jointly strengthening and guiding the welfare of the students in a common direction ensuring our community functions smoothly where everyone assumes accountability for being safe, respectful, and responsible.

Comanche's Student Discipline and Self-Management Procedures reflect APS' student discipline and anti-bullying procedures to provide consistency in helping our students develop positive and acceptable behavior skills.

- Staff, students, and parents/guardians are all responsible for the creation, promotion and maintenance of our desired campus environment.
- All school employees are responsible for monitoring the behavior and safety of all students at Comanche Elementary School.
- Students must accept correctional guidance from all adults working in a supervisory capacity including teachers, educational assistants, adult volunteers, office staff, and custodians. Classroom teachers have the primary responsibility in instructing students concerning our expectation of respect toward all.

Comanche Elementary School Parent-Student Handbook

- Staff members are encouraged to engage actively in recognizing and reinforcing positive behaviors exhibited by individual students throughout the school. Staff members are also encouraged to involve the principal, parents/guardians, and/or other staff members in assisting a student with self-management skills as the need arises.
- Classroom teachers will discuss rules, rights, and responsibilities on a regular basis.
- Every classroom teacher will establish a process for recognizing, rewarding, and reinforcing good self-management behaviors exhibited by students.
- Students need to realize that **they** have control over their behavior, and they are empowered to choose among alternatives that carry either positive or negative consequences. Students will learn to self-regulate and manage their behavior with the assistance of Comanche staff.
- The entire school community - students, staff and parents/guardians - will be made aware of the school's behavioral norms, rules, and procedures.
- Parents/guardians will be asked to join in a partnership with the staff to assist our children in the development of strong, positive self-management behaviors.

Each student/family have access to the APS Student Handbook at the beginning of each school year. The APS Student Handbook can be accessed online on the APS website. Please review the APS Student Handbook together so children and parents/guardians are familiar with expectations and possible consequences.

Students who choose not to follow the rules will receive an Incident/Discipline Referral, which will be sent home for the parent/guardian to sign. Any staff member may issue an incident/discipline referral to a student at any time on the school grounds or at school-sponsored events for inappropriate behavior. Please discuss this policy with your children so they understand that they must act in accordance with all Comanche Elementary School staff members at all times and follow all school rules and expected behaviors.

Student behaviors are broken into three levels based on severity. There are consequences associated with each level. Please review the Comanche Discipline Pyramid for specific behaviors and consequences.

Students are expected to have good behavior and follow all school behavior guidelines and expectations on their way to school, during the entire school day, and on their way home from school including on the bus.

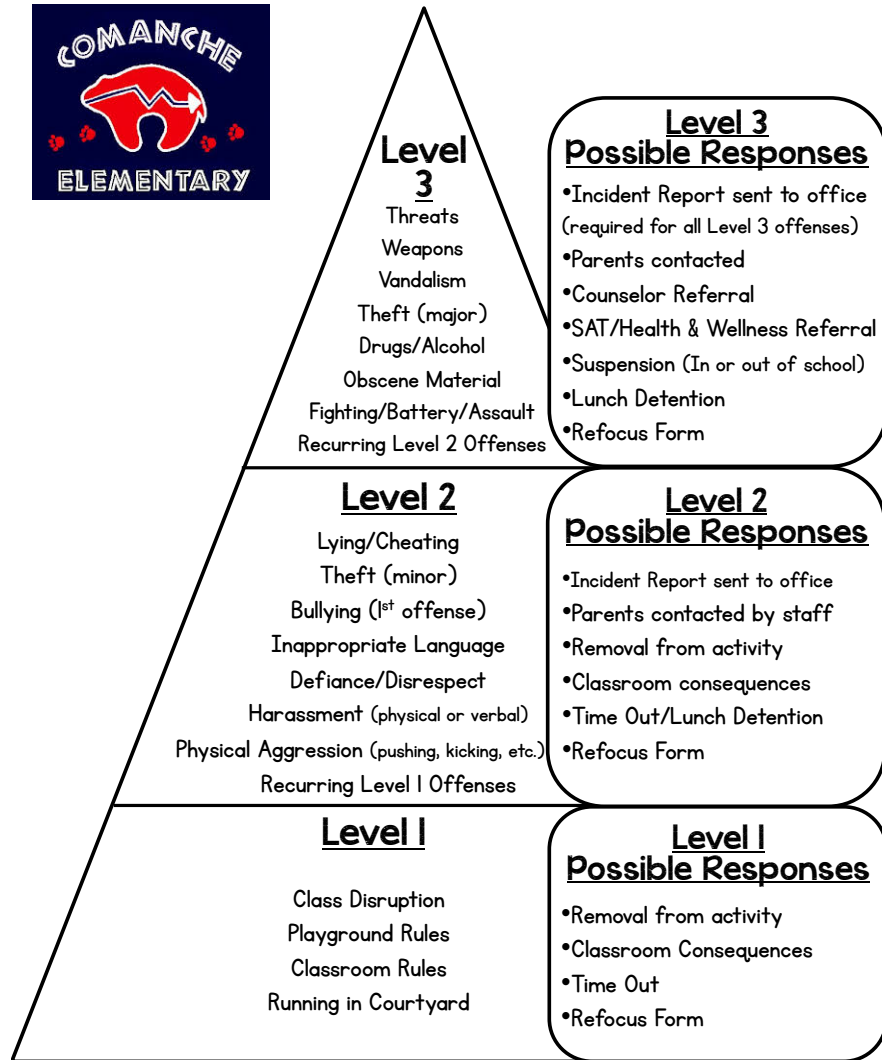
Families may access the [APS Student Handbook](#) online.

Behavior Redirector:

In order to provide additional academic and behavioral support to students, families and teachers, Comanche will utilize the skills of a Behavior Redirector. As we know, all teachers and families want to see their students succeed in school and life. The role of the Behavior Redirector is to recognize students who require behavior interventions and intervene early in order to improve student behavior. The Behavior Redirector will work with students, families and teachers to support students in developing self-awareness, self-monitoring, and self-control to empower students to take responsibilities for their own actions. A Behavior Redirector:

- Provides behavior redirection strategies to reduce the use of punishment techniques and promote learning.
- Guides student behavior from inappropriate to appropriate providing immediate and consistent interventions.
- Meets with students referred for inappropriate behavior(s) and intervenes early in the behavior cycle.
- Provides a structured format which helps students investigate their inappropriate behaviors and focus on making positive choices.
- Develops and keeps accurate records of written plans with students, teachers and/or families to improve inappropriate behavior(s).
- Returns student to the classroom, as soon as possible, with a plan for possible choices that enable learning to occur for everyone.

Comanche Discipline Pyramid



Comanche Elementary School Incident/Discipline Referral Form

Name: _____ ID#: _____ Grade: K 1 2 3 4 5

Date: _____ Date of Incident: _____ Time: _____

Referred By: _____ Homeroom Class: _____

LOCATION OF INCIDENT (Check only one) (EV210)				
☐ Classroom	☐ Bathroom	☐ Cafeteria	☐ Library	☐ Parking Lot
☐ Playground	☐ Hallway	☐ Gym	☐ Bus	☐ Other _____
POSSIBLE MOTIVATION (EV220)				
☐ Avoid Adults	☐ Avoid Peers	☐ Avoid Activities	☐ Do Not Know	
☐ Get Adult Attention	☐ Get Peer Attention	☐ Obtain Activities		

Description of Incident: _____

Is this a recurring offense? Yes No If "yes," how many previous occurrences? _____

STAFF MANAGED (Level 2)

Behavior (EV210)	Outcome/Response (EV 230)
☐ Physical Aggression	☐ Property Misuse
☐ Lying/Cheating	☐ Disruption of Instruction
☐ Harassment (physical or verbal)	☐ Bullying (1 st offense)
☐ Theft (minor)	☐ Inappropriate Language
☐ Defiance/Disrespect/	☐ Other _____
☐ Noncompliance	
☐ Parent Contact (required)	☐ Loss of privilege
☐ Time Out	☐ Lunch Detention
☐ Classroom Consequence	☐ Refocus Form
☐ Re-Teach	☐ Other _____

ADMINISTRATIVE MANAGED (Level 3)

Behavior (EV210)	Outcome/Response (EV 230)
☐ Theft (major)	☐ Weapons
☐ Fighting/Assault	☐ Obscene Material
☐ Vandalism	☐ Drugs/Alcohol
☐ Bullying	☐ Threats
☐ Other _____	
☐ In-School Suspension	☐ Lunch Detention
☐ Out-of-School Suspension	☐ Parent Contact
☐ Counselor Referral	☐ Other _____
☐ SAT/Health & Wellness Referral	

Comments: _____

Suspension: Office Use Only

Beginning Date: _____	End Date: _____	Number of Days: _____	First Full Day of Suspension: _____
Date: _____	Administrator Signature: _____		
Date: _____	Parent Signature: _____		
Date: _____	Student Signature: _____		

Revised: Dec. 2016

White: Office

Yellow: Teacher

Pink: Parent

DRESS CODE:

In accordance with APS policy, a joint staff and parent committee in the interest of maintaining a safe and productive learning environment developed the following expectations for Comanche student dress, and we ask for your support in enforcing our dress code. The responsibility to interpret and enforce the dress code rests with each principal for his/her school. Student attire shall not interfere with students' health or safety, nor contribute to a hostile or intimidating learning environment.

"The Albuquerque Public Schools Board of Education supports equitable and equal educational access and a student dress code that fosters an educational environment that values, affirms and welcomes ALL students. Dress code shall be enforced consistently, equitably, equally, and in a manner that does not lead to differential treatment on the basis of racial identity, sex, gender identity or expression, sexual orientation, cultural or religious identity and observances, household income, body size/type or body maturity."

"All students should be able to dress comfortably and the primary responsibility for a student's dress lies with the student and the family, with the exception of schools that require a uniform. Schools shall not impose punishment related to student dress and dress code enforcement should not result in barriers to student attendance or participation, unless related to safety. Student dress choices should respect the district's intent to sustain an inclusive community. Student attire shall not interfere with students' health or safety, nor contribute to a hostile or intimidating learning environment. All students and staff are responsible for managing their own distractions without regulating another student's dress."

In addition to the district's policy, Comanche's dress code includes, but is not limited to, the following prohibited items:

Inappropriate Apparel

- See-through shirts or blouses, or tops with less than 2" straps
- Hats are not to be worn inside the school building except under specific circumstances as approved by the principal
- Flip-flops, sandals, open-toed shoes, open-back shoes, or "heelies"
- Shoes with more than a one-inch heel or platform
- Make up and fake nails

If an acceptable change of clothing is not available in the nurse's office, parents will be called to arrange for acceptable clothing to be brought to the school for their student. Students dressed inappropriately will wait in the administration office until a change of clothing can be provided.

EMERGENCY CONTACT INFORMATION:

Please notify the office of any changes in contact information such as telephone number(s), emails, change of address or change of custody. If any changes occur during the school year, please update this information in your ParentVue account. Please have a photo identification card with you when you come to make any in person information changes. Changes cannot be made over the telephone.

FIELD TRIP AND PERMISSION FORMS:

APS district policy requires that a student must obtain his/her parent's signature and return the fully completed field trip form (front and back) to the teacher prior to the field trip departure. Only the school's permission form will be accepted. If a child does not attend a field trip, the child is expected to attend school and arrangements for academic activities will be made in an alternate classroom. **Only parents/ volunteers with an APS Background Check clearance can chaperone on field trips.** For parents who accompany the class on the field trip, please note that younger or older siblings may NOT attend classroom field trips.

GOLDEN PAW RECOGNITION:

Comanche Principal and staff believe students deserve recognition for positive behaviors. Comanche Golden Paw Awards are a positive student recognition component of our student discipline procedures. They provide an additional method of acknowledging appropriate student behavior. Teachers will use the Character Counts Pillars to recognize one or two students per month from each classroom who exemplify the criteria listed below:



Respect: *Treat others with respect. Be tolerant of differences. Deal peacefully with anger, insults and disagreements.*

Responsibility: *Do what you are supposed to do. Persevere; keep on trying! Be accountable for your choices.*

Fairness: *Play by the rules. Take turns and share. Don't blame others carelessly. Be open-minded.*

Citizenship: *Do your share to make your school and community better. Cooperate. Obey laws and rules. Protect the environment.*

Caring: *Be kind. Show you care. Help people in need. Forgive others. Express gratitude.*

Trustworthiness: *Be honest, reliable, and loyal. Have the courage to do the right thing.*

- **IN ADDITION:** Attends school on a regular basis and is on time, follows the dress code, completes and turns in work on time, has agenda/calendar signed daily, and returns library books on time.

HOMEWORK:

There are many positive aspects to homework, including providing opportunities for parents to understand the content their child is learning while also developing a sense of responsibility for children. Homework should be reasonable, limited, and purposeful.

- The age of the student should be considered when assigning homework.
- Homework should be evaluated and reviewed promptly.
- Care should be exercised to ensure that assignments do not place an unreasonable burden on the home and students.
- Homework should reinforce and extend the work in the classroom and benefit the student by providing practice and reinforcement.

Children who are absent for multiple days benefit from staying current on their assignments. Your child's teacher will need time to prepare homework materials. Please allow 24 hours from the time the homework request is called into the office. Homework may be picked up in the office or from your child's teacher if arranged beforehand. Assigned homework is decided on a teacher-by-teacher basis.

IMMUNIZATION REQUIREMENTS:

New Mexico state statute requires all students be currently immunized before entrance into public school. It is a violation of New Mexico's compulsory school immunization law (Section 24-5-2, NMSA, 1978 Comp) for any student to enroll in school without up-to-date records of immunization. All immunizations must be up to date or in progress. Please check with your child's pediatrician or our health office for complete immunization requirements.

- *Students who are not in compliance with the immunization law shall be disenrolled from school.*

INCLEMENT WEATHER/ABBREVIATED DAY:

Severe weather may result in schools being closed early or for the entire day. As per State Department of Education guidelines, schools must make up full days on a designated snow make-up day.

An "abbreviated day" schedule will be used by the school district if there are any mornings when street conditions would endanger the safety of students and employees on their way to school. The decision to designate the day as an "abbreviated day" will be announced by 5:30 AM through the [APS Website](#), School Messenger, and news media (KOB/KOAT TV, KOB radio AM 770). The bus schedule will be adjusted. No breakfast will be served; however, lunch will be served. Any scheduled morning meetings with teachers will be cancelled. The abbreviated day schedule is as follows: Classes Begin - 9:50 AM Classes Dismiss - 2:00 PM

INSURANCE:

The APS Board of Education makes student accident insurance available to all enrolled students of the Albuquerque Public School system. This option is available to you at the beginning of each school year. Parents are responsible for purchasing this policy if desired.

LIBRARY POLICY:

Comanche students will go to the library with their class at a regularly scheduled time each week. Students will be allowed to check out a book(s) for one week. All books not returned at the next library time will be considered overdue. Additional books may not be checked out until the overdue book is returned. Students having a book overdue by two weeks will receive a notice to take home to their parents/guardian. All books overdue by four weeks will be considered lost.

Lost books must be replaced at current value. Out of print books must be paid for at a comparable price. Library Services will determine appropriate fines and charges for overdue, damaged or lost library materials. They will allow a replacement book to be purchased. If a lost book is found after it has been paid for, you may keep the book. No refunds will be given. Parent suggestions for new books are always welcomed.

LOST AND FOUND:

We ask all families to please label your child's belongings and outerwear (jackets, coats, gloves, hats, sweaters, etc.). We have many articles of clothing found each week and would like to ensure their prompt return to the owner. The Lost and Found is located in the breezeway between the computer lab and teacher's lounge. Please feel free to check for lost items as the need arises. Unclaimed items will periodically be donated to the APS Clothing Bank.

MEDICATIONS:

Any student receiving prescription medication at school **must** have an ***APS Authorization to Administer Medication*** form filled out and signed by their physician. No prescription medication will be administered without the authorization form signed by a physician. APS policy stipulates that any prescription medication given during school hours must be in the original container (the pharmacy label must match doctor order). Over-the-counter medication may be given if the parent fills out an APS form. Please see our school nurse for further information regarding the complete APS Medication Policy.

NEWSLETTER:

The Comanche Newsletter is published once a month. The principal's goal of the newsletter is to inform families of school activities. You can view/download the Comanche Newsletter on our school [website](#). Please also visit the Comanche website for ongoing updated information.

NURSE:

Comanche has the services of a registered nurse and a health room assistant. Please do not hesitate to call to advise them of any health issues that would affect your child's learning. We must adhere to strict APS medication policies. You must call to talk with one of our Health Room personnel before you send any medication to school with your child.

All students must have current immunizations to enter or remain in school. Current immunization records must be copied by the nurse.

APS nurses screen all kindergartners, third graders, fifth graders and all students new to APS on height/weight, vision, hearing, and dental to detect any problems that might interfere with learning. If, for any reason, you do not want your child to be screened, please notify the health room in writing.

PARENT INVOLVEMENT: (This may change due to COVID-19 cases – PENDING CDC GUIDANCE)

We love our parents and welcome the opportunity for your participation! Comanche is a school-family partnership responsible for meeting the academic, social and emotional needs of all our students. Please check with your child's teacher to see how you can help out. We need you to make our school the special place that it is for everyone! Let us know of any special talents, interests or abilities you can share with us!

Please remember to sign in at the office every time you visit our school. All volunteers must have a current APS background check in order to work in classrooms and/or chaperone on field trips. To apply to volunteer and complete your background check, complete an online application located in [Background Checks for Prospective Volunteers](#) on the APS website.

PARENT TEACHER CONFERENCES AND PROGRESS REPORTS:

Parent-teacher conferences offer great opportunities for schools and families to deepen their partnership through a dynamic and interactive process that supports student achievement and shared responsibility. We value your participation at Parent-Teacher conferences and strive for a 100% attendance rating.

Parent-teacher conferences are scheduled twice a year, at the conclusion of the first and second trimesters. The dates for parent-teacher conferences are scheduled by the district. Teachers will notify parents in writing as to the scheduled time. Please send back the verification form noting that you can attend or requesting a different time. If you are unable to attend one of the scheduled days, you may arrange another time with your child's teacher **after** the scheduled dates.

Parents may also schedule additional parent conferences throughout the school year as the need arises. If at any time, parents have concerns about their child's progress in school, they should contact the child's teacher to make arrangements for a discussion of these concerns.

Students will not attend school on the days that parent-teacher conferences are scheduled, but students are always welcomed to participate in the conference with their parent and teacher.

Standard Based Progress Reports (SBPR) are issued three times a year at the end of each trimester. A mid-term progress report will also be sent home in between the SBPR reporting periods. The final SBPR will be sent home with your child on the ***last day of school*** but not sooner.

PARENT TEACHER ASSOCIATION (PTA):

The PTA is an organization of parents and teachers who actively support a variety of programs that enhance your child's education. By joining the PTA, you can be a powerful voice for children and a strong advocate for public education. We need and welcome your support! Families are strongly encouraged to become involved in our PTA.

REDISTRIBUTION POLICY:

After the start of the new school year, we may find the need to create a new classroom due to an overage in class size. This results in Comanche being out of state compliance for class size averages. In the event that we need to redistribute students, we will use the following procedure:

1. Volunteers - parents and children will be given the opportunity to volunteer to move to the new classroom first.
2. After volunteers are placed, the rest of the class will be formed by drawing names to ensure balanced classrooms of all abilities and gender.

If at the 20th day we are required to lose a teacher, the students in that classroom will be equally distributed among the other teachers at that grade level. The principal will meet with the grade level teachers to place the students maintaining a balance of ability ratios and gender. Parent requests for a particular teacher will not be granted.

RELIGIOUS MATTERS:

A notebook is available in the office with APS directives regarding religious issues. Please help your child's teacher by notifying him/her if there are foods or activities that are restricted by your religion or beliefs. Without notification from you, the teacher will assume no restrictions apply. Appropriate individual modifications will be made to encourage each child's positive feelings regarding his or her family's values and beliefs.

SCHOOL RULES:



COMANCHE ELEMENTARY EXPECTATIONS FOR BEHAVIOR



COMANCHE ELEMENTARY		SETTING					
		All Settings	Playground	Cafeteria	Restroom	Arrival	Dismissal
EXPECTATIONS	Be Safe	- Keep your hands and feet to yourself - Walk in the courtyard and portable areas	- Use equipment properly - Follow all equipment rules - Ask permission before leaving the playground	- Walk in the lunch line - Eat your own food - Listen for the quiet signal - Remain quietly seated until excused	- Always walk in the restroom - Use the restroom appropriately - Use soap to wash your hands	- Walk directly to the cafeteria or playground when you arrive at school at 7:35 AM - Walk to the playground after you have eaten breakfast	- Stay with your teacher and walk in line to your Zone - Keep hands and feet to yourself
	Be Respectful	- Treat others the way you want to be treated - Use kind words and actions	- Play by the rules - Be a good sport - Share equipment - Wait your turn - Include all students	- Use good table manners - Keep food on your tray or wrapper - Use a quiet talking voice	- Keep water in the sink - Respect people's privacy - Take care of the bathrooms - Use equipment properly	- Be on time - Follow all staff directions - Keep hands and backpack to yourself	- Follow all staff directions - Wait politely - Keep hands and feet to yourself
	Be Responsible	- Be on task - Keep our school clean - Do your best - Don't give up-persevere!	- Put equipment back in place - Pick up personal items - Line up to meet teacher as soon as the bell or whistle rings	- Keep your area clean - Throw away all your trash	Tell an adult if the restroom needs attention	- Arrive at school by 7:50 AM - Be ready to learn	- Gather all your belongings before leaving class - Go directly to your Zone - Stay alert

SCHOOL SAFETY:

Albuquerque Public Schools safety training emphasizes an active response, teaching students and staff to evacuate and run from danger when possible.

- APS Police train teachers and staff to proactively handle the threat of an aggressive intruder or active shooter event.
- Police follow a protocol called ALICE supported by local law enforcement.
- Through ALICE training, staff and students are empowered to make decisions that include using building infrastructure, movement, noise, and distance to help survive an active life-threatening event.
- Students will be trained through age-appropriate drills and, at the secondary levels, class meetings.

School Safety Drills:

- New state laws change the types and number of drills schools are required to conduct each year beginning in the 2019-2020 school year. During the first four weeks of school, an emergency drill will take place once a week:
 - One shelter in place drill (active shooter drill)
 - One off-site evacuation drill
 - Two fire drills
- Schools are required to conduct four additional drills during the rest of the school year: Two fire drills; Two emergency drills determined by the school.

Handling Emergencies:

- If there is a potentially dangerous situation near campus – a police investigation, reports of gunfire, a suspicious-looking individual, even a bear – APS will place schools in a “shelter in place.” During a shelter in place, the school building is locked, and no one may leave or enter, but regular activity may continue inside.
- ALICE protocol will be initiated if there is a direct threat on campus. When a school activates ALICE, the new procedures may call for staff to barricade and fortify their location or evacuate the campus with their students.
 - The best course of action will be determined based on the best information obtained about the threat.

Notifications:

- Families are notified through phone and email messages through our school-to-home communications tool, School Messenger.

- Comanche Elementary must have up-to-date contact information on file so we can keep you informed.
- You can update your contact information anytime using [ParentVue](#).
- Contact your child's school if you need help updating your phone number, email address, emergency contacts, or other information.
- APS also posts essential information and updates to District and school websites, as well as to Twitter. Follow @ABQschools.

STUDENT ACCEPTABLE USE OF TECHNOLOGY:

The APS procedural directive identifies a “personal electronic device” as any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. This includes, but is not limited to, cellular phones, music and media players, gaming devices, tablets, laptop computers and personal digital assistants.

Albuquerque Public Schools will provide computer-related technology resources to its students for educational purposes. APS uses several procedures to ensure students are protected while using the Internet including, but not limited to, web site filtering. However, students are expected to report any inappropriate site or posting to a school official or teacher.

Comanche follows the APS procedural directives for Student Acceptable Use of Personal Electronic Devices. The procedural directives can be found on the [APS website](#).

STUDENT MESSAGES:

Please communicate arranged schedules, where to meet, etc., with your child prior to the start of each school day. We try to limit classroom interruptions to a minimum in order to ensure delivery of instruction is not disturbed. Only emergency messages will be delivered to students. *No messages will be delivered after 1:30 PM.* We appreciate your cooperation and understanding.

STUDENT POSSESSIONS:

Please mark items with your child's name, as they are easier to return if lost. **All toys, baseballs, stuffed animals, iPods, etc., are not allowed at school.** They can be easily lost, broken, or traded and cause problems at school. Weapons of any kind are not allowed on school grounds, including look-alikes. Pets are not allowed on school grounds.

TRAFFIC PROCEDURES: PICK-UP AND DELIVERY OF STUDENTS

Comanche averages approximately 150 vehicles during the student drop-off and pick-up times. During drop-off and pick-up times, we ask for your patience and tolerance in all areas. We understand that everyone is excited for the school day to start and end but there are a lot of us in a few areas. Please practice PATIENCE and RESPECT as we model good examples for our children. SAFETY **MUST** be a concern for the

entire Comanche Community. To ensure the safety of all of our children, please abide by the following traffic procedures. Staff duty personnel will be on duty before and after school to help ensure the safety of our students.

AREA A - FRONT PARKING LOT

AREA A – Before School: CUBBY CORNER (Pre-K and Kindergarten Students/Siblings Only)

- Students may not be dropped off and left to walk into the building unattended.
- Parents and students must use the crosswalk at all times.

AREA A - After School: CUBBY CORNER (Pre-K and Kindergarten Students/Siblings Only)

- Parents must park and exit their vehicle to wait for their child(ren) to be dismissed outside the gated area just south of the administration building at Cubby Corner. Grade level teachers will walk students to the blue doors and gated exit where a duty teacher will dismiss students to their parents to be picked up.
- Parents and students must access their vehicles by using the **CROSSWALK** only. You may **NOT** cross the parking lot from any other location, as this puts individuals in harms way by crossing in and out of traffic.
- Students may not wait in the front office waiting area to be picked up.

AREA A – Tardy Students:

Students who are tardy may enter through the front office only when accompanied by an adult. This lot is for visitors and parents to walk a child into school when tardy, to meet with a teacher, and for before/after school classes/activities. Please park in the designated spaces only, and never leave your vehicle idle in the parking lot unattended.

- Parking along the fire zone and curbs is **PROHIBITED**.
- Handicap parking spaces are for individuals issued parking permits for disabilities. **ONLY** the individual assigned the permit may park in the handicap parking spaces.

AREA B - HARWOOD DRIVE-THROUGH: All "drive-thru" student drop-off and pick-up occurs in this area and is supervised by Comanche staff on duty. This area is for **VEHICLES ONLY** ~ Adults **MAY NOT** enter through the drive-through gate on foot to pick-up children for any reason at any time. Grade level teachers will walk students in this Zone immediately to the drive-through after the dismissal bell rings. Students must actively watch for their vehicle, listen for their name to be called, and be ready to load. Students must adhere to all school rules while waiting at Drive-Through. Please remember:

- **MORNING drop-off time is 7:35 AM - 7:50 AM. AFTERNOON pick-up time is from 2:00 PM - 2:15 PM.**

- ALL VEHICLES MUST enter Harwood street from Comanche.
- ALL DRIVE-THROUGH traffic must be eastbound on Harwood.
- Watch the staff on duty: They will signal when you can enter and how far you should drive forward to accommodate the maximum number (8) of vehicles.
- Once your vehicle is in the pick-up driveway, your child must load immediately, or you will need to drive around the school and get in the DRIVE-THROUGH line again.
- Consider staggering your pick-up time. The DRIVE-THROUGH system works best if not every vehicle is in line for the 2:00 PM dismissal bell.
- **Students WILL NOT BE ALLOWED to use the crosswalk to enter vehicles parked westbound on Harwood. A duty teacher will be assigned to this gate to monitor students crossing the street. Students found to be entering vehicles parked westbound on Harwood will be sent to the Drive-Through. (No vehicles should be parked westbound on Harwood at any time.)**

Student Expectations for Drive-Through:

- ALL students must exit the parked vehicle from the right side of the vehicle only so no students are walking in front of or behind vehicles. (Even if you have more than one student.) (AM)
- Students must be ready and walk with a grade level teacher immediately to the drive-through after the dismissal bell rings. (PM)
- Students must remain inside the gates and actively watch for their vehicle and be ready to load when their name is called giving them permission to walk to and enter their vehicle. (PM)
- ALL students should enter on the right side of the vehicle only, so no students are walking in front of or behind vehicles. (Even if you have more than one student.) (PM)
- Student belongings must be placed inside the vehicle and not in the trunk to ensure time efficiency and help the line run smoothly. (AM-PM)

Parent Expectations for Drive-Through:

- Parents should remain inside their vehicles and proceed in line. (AM-PM)
- Vehicle doors should be unlocked so students can enter the vehicle quickly. (PM)
- Student belongings should be placed inside the vehicle and not in the trunk to ensure time efficiency and help the line run smoothly. (AM-PM)
- Due to the volume of traffic, parents will be asked to follow staff directions to pull forward in line.
- Parents must exit the drive-thru eastbound on Harwood.

NOTE: PARKING LOT (C) IS RESERVED FOR STAFF

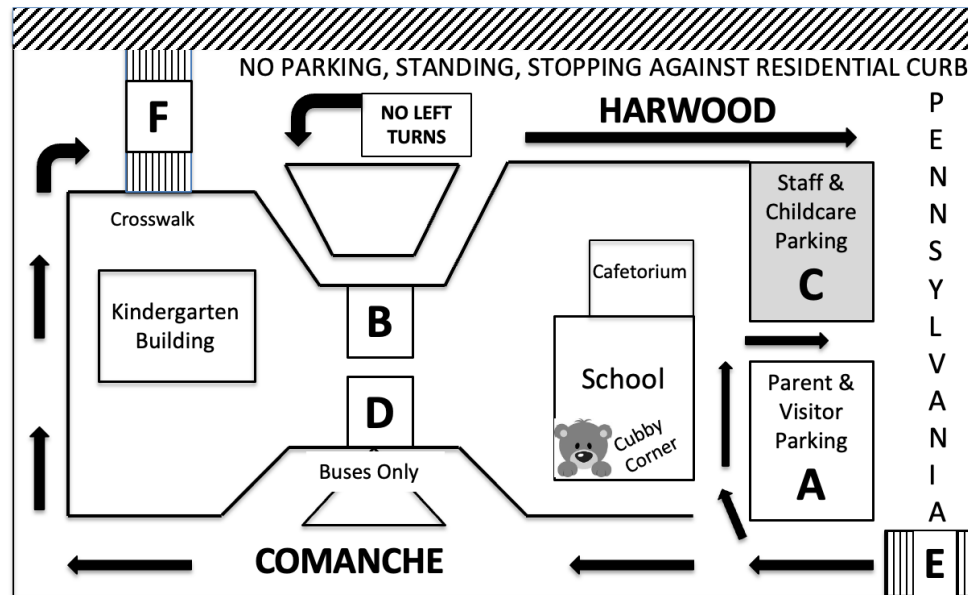
SCHOOL BUS AND DAYCARE Loading Zone (AREA D)

- Only daycare and school buses may use this area.
- NO cars are permitted in this area at any time.

WALKING (AREA E & F)

Students walking to and from school must ALWAYS cross the streets with a crossing guard present, even when accompanied by an adult. Walkers must use areas E & F to enter/exit school grounds. No walking through DRIVE-THROUGH GATE to pick up students is allowed for any reason. DRIVE-THROUGH is designated for student pick-up by vehicle only.

- Students living East of Pennsylvania use the Pennsylvania/Comanche bus gate. Students enter school grounds from the Comanche bus gate and walk directly to the playground or cafeteria upon arrival. Students will exit school grounds at the south end by Room 119 and walk directly to the bus gate.
- Students living West of Pennsylvania use the Harwood Crosswalk. Students enter school grounds and walk directly to the playground. Students will exit school grounds at the north end by Room 102 and walk directly to the Harwood crosswalk.
- Students trying to cross the Harwood crosswalk to meet a vehicle parked westbound on Harwood will be sent to the Drive-Thru area.



VISITORS ON CAMPUS:

In accordance with state law, all visitors to our campus **must first check in at the front office and must wear a Comanche Visitor badge**. We welcome and encourage visitors but strive to provide a safe and secure campus for our students and staff.

- Upon arrival, please state the purpose of your visit and present a valid photo ID.
- If you need to leave something for your child, you may leave this at the front office and we will get it to your child.
- Conferences with school staff should be arranged before or after school and scheduled in advance to prevent interruption of the educational process.

WEBSITE:

Comanche's website is: <http://comanche.aps.edu/> You can find all of our school information, newsletters, staff contacts, and other information located on our school website.

YEAR AT A GLANCE – Please visit our school website for updated school scheduled in person or virtual events.

PARENT/STUDENT SIGNATURE PAGE
COMANCHE ELEMENTARY SCHOOL
2022-2023

Dear Students and Parent(s)/Guardian(s):

The Comanche student/parent handbook was developed as a guide for students and parents, and to answer commonly asked questions that come up during the course of a school year. Our goal is to create a positive educational atmosphere where students, parents/guardians, and staff all share the same knowledge and understanding of rules and expectations.

We ask that you familiarize yourself with our handbook and sign this page as evidence that you are aware of our school policies and procedures. Your signature indicates that you and your child(ren) have read and understand the contents of the handbook.

Please return the signed signature page to your child's classroom teacher by August 30, 2022.

Student Name

Date

Parent Name

Date

Teacher Name

Grade